

## RECORDING REQUIREMENTS:

- 1 – All personal checks must have a name and telephone number.
- 2 – All papers presented for filing or recording must be legible or otherwise suitable for copying or recording by the scanning process.
- 3 – All recordings not being returned to a box in our office **MUST** include a self addressed **stamped** envelope
- 4- Notations must be clearly stated on the instrument.

## RECORDING FEES:

### Mortgage

First Page	\$50.00
Each additional page	5.00
Notations	0.50
Mortgage Tax	
Basic Tax	½ %
Special Tax	¼ %
Additional Tax	¼ %
1 or 2 family dwelling deduction	\$25.00
Affidavit of Exemptions	5.00

### Deed

First Page	\$50.00
Each additional page	5.00
Notations	0.50
Transfer Tax	\$6.00/per \$1000
TP-584	5.00
RP-5217 (if 7A, 7B, 7E or BOTH 7G & 8 are checked)	125.00
RP-5217 (if any other box is checked)	250.00

### Discharges

First Page	\$50.00
Each additional page	5.00
Notation for first mortgage	0.50
Each additional mortgage with new money	double the fee of the first
Additional mortgages with no new money	0.50

### Assignments

First Page	\$50.00
Each additional page	5.00
Notation for first mortgage	0.50
Each additional mortgage	3.50

### Miscellaneous

First Page	\$ 50.00
Each additional page	5.00
Notations	0.50

for each one listed

### UCC

Must be indexed to real estate, fixture filing, cooperative or timber	
UCC-1, UCC-3	\$ 40.00
UCC-11	25.00
Copies	5.00

**Maps** One copy with surveyors seal (required)

\$10.00

## SEARCHES:

Each record per name – every 2 years (or portion thereof) \$5.00

## JUDGMENTS:

File Transcript	\$10.00
Issue Transcript / Certificate of Disposition	5.00
Income Execution (must previously obtain form)	5.00
Property Execution	5.00
To File Satisfaction / Certificate of Disposition	No Fee

## COPIES

Per page	\$0.65
To certify	Minimum 1.30
Oversized map copy	per document 5.00
	11x17 5.00
	18x24 10.00
	24x36 15.00
Printed Case on Appeal	Minimum 4.00
	Maximum 30.00
Exemplified	15.00

## BUSINESS CERTIFICATES

Filing Fee	\$25.00
Amend	25.00
Discontinue	No fee

Building Loan Agreement	<b>\$25.00</b>
Notice of Lending	<b>15.00</b>
Mechanics Lien	<b>15.00</b>
Affidavits of Service (for Mechanics Lien)	<b>5.00</b>
Extension of a Mechanics Lien	<b>No Fee</b>

Index Numbers for Actions or Proceedings	\$210.00
Foreclosure Index Numbers	\$400.00
Request for Judicial Intervention	95.00
Trial Note of Issue w/o Jury	30.00
w/ Jury additional	65.00
Notice of Appeal	65.00
Separation Agreement	5.00
Motion or Cross-Motion	45.00
Certificate of Dissolution	5.00
Stipulation of Settlement/Discontinuance	35.00

File & Record – in addition to Index Number <i>(as of Nov. 1, 2017 will be \$60)</i>	<b>\$35.00</b>
Noting each cross reference (the first is free)	<b>0.50</b>

Ages 16 and over	<b>\$110.00(Book) \$30.00 (Card)</b>
Under 16	<b>\$ 80.00(Book) \$15.00 (Card)</b>
Execution Fee (retained by County Clerk)	<b>25.00</b>
Expediting Fee	additional <b>60.00</b>
Photos	<b>8.00</b>

## September 2017